

Special Opportunities in the Community Development Financial Institutions (CDFI) Fund

Overview

The Community Development Financial Institutions (CDFI) Fund is currently seeking to fill one term position, Financial Analyst, GS-1160-9/11/12 for the Portfolio Management & Loan Monitoring section; two detailed positions, Financial Analyst, GS-1160-9/11/12/13 for the Origination section and the Credit and Risk Management section; one detail position, Research Analyst, GS-1101-11/12/13 for the Reporting and Information Management section. These positions will assist with the administration of the CDFI Bond Guarantee Program. Each position will have a minimum term of 12 months, not to exceed 2 years.

About the CDFI Fund

The CDFI Fund works to promote economic revitalization and community development primarily through investment in and assistance to Community Development Financial Institutions (CDFIs) and Community Development Entities (CDEs), by encouraging those entities to increase financial services and products in distressed communities throughout the United States. Among other things, the CDFI Fund provides grants, loans, deposits, equity investments, technical assistance, and tax credits to organizations engaged in community development finance.

About the CDFI Bond Guarantee Program

The CDFI Bond Guarantee Program, Sections 134 and 1703 of the Small Business Jobs Act of 2010, authorizes the CDFI Fund to administer a program that offers a federal guarantee for bonds issued by an Eligible Community Development Financial Institution (Eligible CDFI), or any entity designated to issue notes or bonds on behalf of such community development financial institution (CDFI). Under the program, CDFIs apply to the CDFI Fund for authority to issue a guaranteed bond by submitting a capital distribution plan. Authorized uses of the loans financed may include a variety of financial activities, such as supporting commercial facilities that promote revitalization, community stability, and job creation/retention; community facilities; the provision of basic financial services; housing that is principally affordable to low-income people; businesses that provide jobs for low-income people or are owned by low-income people; and community or economic development in low-income or underserved rural areas. The Treasury Department may guarantee up to 10 bonds per year and the minimum bond issuance allowed is \$100 million. Total bonds issued per year cannot exceed \$1 billion. The program terminates on September 30, 2014.

Application Requirements

All applicants must possess a minimum of fifty-two (52) weeks of specialized experience in banking and financial services; consumer lending; microenterprise or small business finance; community and economic development finance; or bond finance. Excellent communication, organizational, and interpersonal skills are a must.

How to Apply

Interested individuals should apply by submitting the following information by email to:
eoicdfi@treas.gov:

1. Current resume or OF-612 that includes a description of work experience and education.
2. A brief cover letter that specifies your interest in the position and your relevant job experience.

Application Deadline: Positions will remain open until filled.

POSITION ANNOUNCEMENT: *Financial Analyst III (Portfolio Management and Loan Monitoring Officer)*

SERIES & GRADE: GS-1160-9/11/12

POSITION INFORMATION: Schedule A Appointment, not to exceed 2 years

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Financial Analyst III (Portfolio Management and Loan Monitoring Officer) will support all levels of management and oversight of borrowers, entities and their affiliates under the CDFI Bond Guarantee (BG) Program. The BG Program's Portfolio Management and Loan Monitoring regime will monitor several key performance metrics to determine the financial health and condition of an Eligible CDFI. These metrics for monitoring an Eligible CDFI under the BG Program include:

- Credit Reporting;
- Core financial ratios such as an operating liquidity ratio;
- Financial statement analysis;
- Portfolio at risk/aging reports;
- Stress testing;
- Trend analysis;
- Market valuation; and
- Market comparisons.

The Portfolio Management and Loan Monitoring Officer will monitor and analyze a portfolio of loans through a series of reports from financial institutions (Eligible CDFIs), market participants, and other third parties such as regulators' call reports. In addition, the incumbent will assist the BG Program's portfolio management and loan monitoring effort in ensuring the Agency's due diligence standards are maintained by monitoring the health of Qualified Issuers, as well as tracking and evaluating the performance of borrowing entities and servicers.

Duties

The major duties of this position include, but are not limited to the following:

- Assisting with monitoring Qualified Issuers and borrowers under the BG Program to ensure participants and recipients of Federal assistance adhere to terms set forth in applicable loan and servicing agreements;
- Assisting with monitoring a portfolio at the entity level and loan level, eligibility and compliance to Bond Loan and Secondary Loan Requirements, collateral surveillance, as well as other qualitative aspects such as news feeds;
- Supporting the Portfolio Management and Loan Monitoring Lead by conducting thorough analyses and assessments of transactions and/or other business developments, as well as conducting financial analyses leading to the negotiation and documentation of investment/divestment terms;
- Providing analytical assistance using spreadsheets and maintaining database information that pertains to borrowers;
- Reviewing monthly operating reports to clarify any discrepancies with management;
- Assisting with collateral surveillance, which may include collateral valuation, collateral eligibility, and others;
- Reviewing and analyzing information that reflects terms and conditions of approved loans, payment history, including occurrences of delinquencies and defaults, and any subsequent loan actions which result in payment deferrals, refinancing, or rescheduling; and
- Performing pre and post award site visits to evaluate and analyze the effectiveness of the financing and management of Eligible CDFIs, noting trends and problem areas.

POSITION ANNOUNCEMENT: *Financial Analyst I (Origination Analyst)*

SERIES & GRADE: GS-1160-9/11

POSITION INFORMATION: Detail Appointment, not to exceed 2 years

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Financial Analyst I (Origination Analyst) will support the CDFI Bond Guarantee (BG) Program's origination regime in all phases of program application intake and review. The Origination Analyst will assist in developing and facilitating extensive technical assistance workshops and trainings for entities in the financial services industry that wish to serve as a Qualified Issuer, Servicer, Program Administrator, or borrowing entity under the BG Program. As part of the program's underwriting effort, the Origination Analyst will review and evaluate Capital Distribution Plans for refinancing or originating new loans with the purpose of supporting community or economic development lending to CDFIs, charter schools, commercial real estate projects, daycare centers, healthcare facilities, multifamily housing units, municipal infrastructure projects, small businesses, or other proposed activities approved by the CDFI Fund. As a result, the Origination Analyst will be integrally involved in providing the Origination Manager with thorough analyses to support the approval or disapproval of Federal guarantee applications. Recommendations will occur based upon a complete consideration and analysis of several quantitative and qualitative evaluation criteria, to include a CDFI's capital adequacy, asset composition, management and oversight structure, performance and earnings, and liquidity.

Duties

The major duties of this position include, but are not limited to the following:

- Providing support during training/outreach sessions to educate CDFIs on eligibility, usage, and requirements of the BG Program;
- Assisting in thorough underwriting reviews and financial analyses to determine an applicant's feasibility of activating and deploying new capital in low-income and/or rural communities;
- Contributing to the analysis of financial statements, operating and project reports, cost data, pricing methods, management practices, capital and reserves, credit condition and other related elements to determine the financial soundness of a CDFI in conjunction with proposed uses of funds submitted through a Capital Distribution Plan;
- Assisting with the review of Capital Distribution Plans for such purposes as evaluating the effectiveness of the proposed activities involved in promoting community or economic development, and determining the effect of the deployed funds on the local economy and on the CDFI participant;
- Maintaining a knowledge of the progress of approved projects or current activities undertaken by program applicants through the review of reports and correspondence, and the analysis of financial statements and operating data;
- Attending site visits with the Origination Manager to evaluate potential borrowers and analyze the effectiveness of the financing and management of its organization, noting trends and problem areas; and
- Conducting preliminary stress tests and other risk assessments to evaluate and determine a potential borrower's creditworthiness for Federal assistance.

POSITION ANNOUNCEMENT: *Financial Analyst II (Credit and Risk Management Analyst)*

SERIES & GRADE: GS-1160-12/13

POSITION INFORMATION: Detail Appointment, not to exceed 2 years

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Financial Analyst II (Credit and Risk Management Analyst) will provide support during the credit and risk review of proposed Bond Issues and borrowers under the CDFI Bond Guarantee (BG) Program. The Credit and Risk Management Analyst will assist the Credit and Risk Management Lead with conducting credit risk analysis, portfolio-level risk analysis, and risk assessments of Bond Issues and any proposed mitigants. The incumbent will perform credit analyses of CDFIs, which will support the recommendation for approval or disapproval of Federal guarantee applications. This recommendation will be based upon a complete consideration and analysis of several quantitative and qualitative evaluation criteria, to include a CDFI's capital adequacy, asset composition, management and oversight structure, performance and earnings, and liquidity. The Credit and Risk Management Analyst will assist in drafting complex reports and presentation materials for to the Credit Review Board (or other governance body) for use in the making of new and/or extension of loans.

Duties

The major duties of this position include, but are not limited to the following:

- Assisting in the verification that Qualified Issuer and Guarantee Applications are complete according to guidelines set forth by the CDFI Fund;
- Reviewing and adjusting, as needed, credit subsidy estimates for proposed Bond Issues in order to determine their viability under the BG Program;
- Underwriting prospective borrowers under the BG Program in accordance with their proposed Capital Distribution Plan;
- Conducting stress tests and other risk assessments to evaluate and determine a potential borrower's creditworthiness for Federal assistance;
- Performing analyses on diverse types of collateral;
- Providing supporting documentation to aid in the drafting of credit memorandums for the approval or disapproval of potential participants under the BG Program;
- Assisting the Credit and Risk Management Lead with coordinating with applicable Federal agencies and lenders in determining the most appropriate loan structure for approved borrowers under the BG Program; and
- Reviewing final financing documents for conformance with Loan Agreements and Secondary Loan Requirements as set forth by the CDFI Fund.

Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-11 grade level in the Federal service. The experience may have been gained in either the public or private sector. This position will require some credit experience and the incumbent's ability to ensure proper implementation and practice of credit administration, policies and procedures throughout the BG Program.

POSITION ANNOUNCEMENT: *Research Analyst*

SERIES & GRADE: GS-1101-11/12/13

POSITION INFORMATION: Detail Appointment, not to exceed 2 years

NUMBER OF VACANCIES: 1

DUTY LOCATION: Washington, D.C.

Position Summary

The Research Analyst will support the CDFI Bond Guarantee (BG) Program's Reporting and Information Management regime in managing data and performing transactional reporting, cost reporting, financial reporting, impact performance reporting, and compliance reporting to oversight bodies, Treasury, and the public. The Research Analyst will play an integral role in evaluating the overall performance and effectiveness of the BG Program. This position will report to the BG Program Manager.

Duties

The major duties of this position include, but are not limited to the following:

- Using standard techniques to perform segments of economic analyses, which will include compiling, organizing, and analyzing data to identify likely significant variables and underlying relationships;
- Assisting in the development of the BG Program participant reporting requirements for collection of impact performance and outcome measures of the BG Program;
- Assisting in identifying and selecting benchmarks to measure the impact performance of program participants;
- Identifying data tracking and storage requirements;
- Assisting in the development of a comprehensive data structure to support a variety of reporting requests;
- Responding to data requests and presenting reported information in various formats, such as formal presentations, dashboards, and other management reporting;
- Preparing reports and charts to document study purposes, methods, premises, and conclusions to prepare BG Program and CDFI Fund leadership on progress and conclusion of studies;
- Tracking and analyzing the performance of BG Program participants based on the following metrics and performance goals: job creation in underserved communities; increased lending in underserved communities; access to long-term capital in underserved communities; and other lending impacts in targeted areas;
- Analyzing, manipulating, and managing data utilizing software applications;
- Using the Geographic Information Systems to analyze and map data; and
- Using Statistical Analytical Software (SAS) to develop, maintain, and analyze databases.

Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-9 grade level in the Federal service. The experience may have been gained in either the public or private sector. Ideal candidates will have some community and economic development experience and will have performed professional analysis work such as conducting studies and investigation of systems and their relationships involving financial, statistical, mathematical, and/or economic analysis using mathematical models to develop and assess methods or solve problems.